

# UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 1	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> January 20, 2014
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<b>Position Title:</b>	<b>Project Management Assistant</b>
<b>Position Number:</b>	<b>94-12</b>
<b>Duration:</b>	<b>One year with options to renew</b>
<b>Organization:</b>	<b>USAID/Democracy &amp; Governance Office</b>
<b>Salary Potential:</b>	<b>FSN-8</b>
<b>Application Deadline:</b>	<b>2/6/2014</b>
<b>Salary Range for a Fully Qualified Candidate:</b>	<b>Starts at LE77, 818.00 Gross Per Annum This is the Gross Annual Salary before deducting taxes.</b>

## **BASIC FUNCTION OF POSITION:**

Provides a wide-range of project management and administrative assistance to the Democracy and Governance (DG) Office. Assistance includes support for the administration, development, design and management of specific program activities including direct support for over \$60 million dollars in rule of law, human rights and civil society activities under the direction of three or more Contracting/Agreement Officer Technical Representatives (COR/AORs); and office-wide support in compiling, analyzing and presenting project financial data. Upon request and after training, the incumbent may serve as AOR for one or more small grants, each valued at up to \$100,000.

The position also supports broader office-wide activity of the DG Office. The DG portfolio includes over \$100 million in contracts and grants designed to support the rule of law, protect human rights, combat corruption, strengthen civil society and enhance local governance. The position supports the office's collection, analysis and reporting of project financial and factual data and develops and maintains office-relevant documentation.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Supports the development and implementation of DG activities. Assists in reviewing project proposals and amendments. Prepares or assists in the preparation of various

program and project documentation such as Project Appraisal Documents, obligating agreements, Scopes of Work, implementation letters, action memoranda, the Operational Plan, grant packages, procurement requests, periodic activity reports, and related supporting documents such as graphs and tables, PowerPoint presentations, letters, memoranda, forms and cables. Maintains contact and collaborates with other Mission offices regarding the development and clearance of documents related to proposed activities and Mission reporting. As requested, represents the DG Office at meetings within and outside the Mission. Attends meetings and conducts telephone conferences with Egyptian Government (GOE) counterparts and contractor/grantee staff, as requested.

- b. Supports the management of activities and provides assistance in: maintaining project budgets; reviewing, analyzing and monitoring project vouchers; compiling, reviewing and reporting on pipeline analyses and expenditure rates. Raises potential cash flow issues in a timely manner to support project management.
- c. Actively participates in review of responses to grant proposals under contracts including serving on any Technical Evaluation Committees (TECs) for evaluating and selecting grantees.
- d. Supports the Office Director with compiling, organizing and presenting all requested budget and financial data for the DG office. Coordinates with other Program Assistants and CORs throughout the office in compiling, analyzing and presenting information to the Office Director on quarterly accruals, activity pipelines, expenditure rates and any other requested financial data. Where applicable, coordinates with colleagues in USAID's offices of Financial Management and Procurement.
- e. Assists C/AORs in fulfilling end-use check obligations and documentation according to Agency requirements and guidance. Assists C/AORs in carrying out project monitoring responsibilities to support progress in achieving project objectives and adherence to work plans, including through site visits which may require travel to the field for several days at a time. Conducts and documents site visits and, based upon observations, recommends to the C/AOR, the necessary follow-up actions to achieve project objectives, increase project effectiveness, improve grantee/contractor performance and/or resolve issues. Incumbent assists C/AORs with tracking deliverables and analyzing project performance reports. S/he assists in maintaining contact with GOE counterparts and contractor or grantee staff, to share or obtain relevant information. As AOR for small grants, s/he will take primary responsibility for these project management actions.
- f. In assisting C/AORs, receives contractor invoices, determines that amounts and sources are adequate and accurate, prepares processing documents, and follows up through notification of payment to contractor. Maintains appropriate controls for documentation and contractor payments. As an AOR for small grants, would take primary responsibility for these actions.
- g. Establishes and maintains files for DG staff members, including organizing and retiring old and/or unused files in accordance with USAID procedures. As requested,

searches files to gather information and/or assemble materials for the preparation of various project documents, and maintains appropriate documentation to support program and financial audits.

- h. Provides and coordinates administrative support to DG staff members. Makes travel arrangements and vehicle requests. As requested, translates correspondence, news articles, local and national decrees, and other work-related documentation from Arabic to English and vice versa. As needed, reviews documents in Arabic and provides a written English summary. Composes or drafts routine official correspondence, routine administrative memoranda and other documentation, as required, to facilitate management of activities. Provides guidance on the preparation of correspondence and program-related documents and reviews completed assignments to ensure accuracy and consistency with USAID regulations/procedures. Prepares all forms of routine Mission documentation; reviews draft materials for completeness and conformance with USAID regulations and procedures; assembles charts, tables and other materials for final presentation; and prepares and distributes copies as necessary.

#### **REQUIRED/DESIRED QUALIFICATIONS:**

- a. **Education:** two years college/university studies is required.
- b. **Prior Work Experience:** Two to three (2-3) years of providing project, administrative and secretarial support is required.
- c. **Language Proficiency:** Level IV fluency in both oral and written English and Arabic is required.
- d. **Knowledge:** A thorough knowledge of standard office procedures and a basic understanding of development are required. Knowledge of USAID project implementation procedures is highly desirable. Knowledge of financial data management and presentation, as well as project design requirements, are highly desirable. Familiarity with USAID grant procedures is preferred. Knowledge of Egypt's political and legal environment, particularly for civil society, is desirable.
- e. **Abilities and Skills:** The ability to operate PCs, scanners, faxes and duplication machines is required. Excellent skill in using MS software including Word, Outlook, Excel and PowerPoint is required, and excellent skill in using other software programs is highly desirable. Good organizational and analytical skills are required, including to collect and analyze financial and project implementation data and to develop accurate reports, tables, charts and graphs. Good interpersonal skills, tact and courtesy are required in dealing with Mission staff, GOE officials and contractors and grantees. Considerable tact, communication skills, financial skills, analytical ability, initiative, resourcefulness, and project management skills to effectively manage grants.

#### **POSITION ELEMENTS:**

- a. **Supervision Received:** The incumbent works under the direct supervision of the DG

Deputy Office Director. The incumbent is expected to take initiative in setting priorities and in accomplishing all assigned work.

- b. **Available Guidelines:** Guidelines include USAID's Automated Directive System (ADS), Mission Orders, Mission Notices, the AIDAR and FAR, USAID and USG program strategy and policy documents, the Operational Plan and the Mission Performance Plan (MPP).
- c. **Exercise of Judgment:** Exercises judgment in managing diverse project management and administrative responsibilities.
- d. **Authority to Make Commitments:** As an AOR, the incumbent would be delegated the authority for project management of assigned small grants.
- e. **Nature Level and Purpose of Contacts:** Maintains contacts with USAID mission staff at all levels, senior contractor and grantee staff, Egyptian Government officials and other donors to gather and provide information and to follow up on required actions.
- f. **Supervision Exercised:** None.

Selection Criteria:

Category	Scoring Percentage
Education/academic requirement	10%
Experience	20%
Language Proficiency	20%
Knowledge	20%
Skills & Abilities	30%
TOTAL	100%

**RECRUITMENT PROCEDURES AND GUIDELINES:**

Qualified candidates who are interested in this vacancy should apply by submitting the following or the application will not be considered:

The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>) **and an up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number by no later than COB of the application deadline noted above. The HR Office will disregard any submissions CV exceeding five pages and/or those received after the deadline. **Applications and Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

Candidates must provide in the application (DS-174) names of family members working in the Mission.

#### SUBMIT APPLICATION TO

Human Resources Office  
Attention: Cindy Eldeib or Lamiaa Hafez  
US Embassy, Cairo  
8, Kamal El Din Salah Street, Garden City  
Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)<mailto:[cairojobs@state.gov](mailto:cairojobs@state.gov)>

#### POINT OF CONTACT

Lamiaa Hafez  
Telephone: 2797-3001  
FAX: 2797-2611

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

**Priority will be given to best qualified FSNs who have been involuntarily RIF'ed.**

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph  
USAID/Human Resources Officer